Policy and Procedure in the event student falsifies legal information on their Application to the Program or on their Application to the Field

Policy: With the goal of supporting the most appropriate learning experience in field and prior to enrolling in SWR360, students are required to inform the Department of Social Work of any information relating to a felony or misdemeanor of any kind, including any reporting of their name on the Michigan Register of Child Abuse and Neglect.

Procedure:
- Student is asked to sign a disclosure statement at the time of their application to the program.
  - This statement informs them that they are to write out and explain the events of a felony, misdemeanor, or their name on the Michigan Register of Child Abuse and Neglect.
    - They are to disclose this information on their personal statement in their application to the program.
    - They are informed on their disclosure statement that they “understand that failure to disclose this information may result in removal from field placement and/or removal from the social work program”.
    - Students may need to provide legal documents for supportive information.
    - This information is used to evaluate the needs of each program for field, and whether the student can be placed in all settings.
- The field agency conducts its own legal compliance check once the student has interviewed for their placement.
- If it is found at that time or any time prior to graduation, that a student has falsified their statement the case is referred to the Director of Field Education. The Director of Field Education will:
  - Immediately notify the Program Chair/Director
  - Conduct an investigation within 3 business days of the notification, and
  - Submit a recommendation on to the Program Director/Chair.
- The case is reviewed by the Program Director/Chair who then submits a department recommendation to the SEHS Dean within 24 hours of receipt of the Director of Field Education’s recommendation. The possible recommendations are:
  - The case is dismissed/unfounded.
  - The student is immediately removed from field education and allowed to re-apply to field education the following academic year with corrective conditions specified.
  - The student is immediately removed from field education with no option of reapplying to field education.
  - The student is dismissed from the University of Michigan at Flint in alignment with UM-Flint policies.
- The case is then reviewed by the Dean of SEHS who issues a final decision within 24 hours of receipt of the Program Director/Chair’s recommendation.
• A written decision is given to the student in a face-to-face meeting with the Director of Field Education and the Program Director/Chair.

• If the student is immediately removed from field education:
  o The Program Director/Chair notifies the registrar.
  o The student is directed to contact university advising to see if a plan can be developed to complete another degree if their removal is only from the social work program.

• The student may be removed directly from the university if the case review shows justification for this action and is aligned with university policies.

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